5 Ways

Technology is Helping Schools and Universities Simplify Operations

Creating smarter, more connected learning environments. From enrolment and onboarding to compliance and procurement, discover how schools and universities are using automation, IT services, and education solutions to work more effectively.

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Introduction: Smart Solutions for a Changing Education Environment

Across Australia, it appears that schools and universities are facing a growing operational challenge. Enrolment pressures, compliance demands, rising costs, and complex workforce needs seem to be stretching administrative teams thin. For school business managers, university operations leaders, and corporate services staff, the question shouldn't be whether change is needed—but how to make it sustainable.

Research shows education institutions spend up to **30% of their time on low-value administrative tasks**[1]—reducing time for high-impact work that may improve outcomes for students and staff. Whether it's duplicating data across spreadsheets, chasing paper forms, or waiting on manual approvals, inefficiencies are potentially slowing progress and increasing risk.

Smart, scalable technology, spanning automation, IT services, and education support solutions offer a way forward. By modernising legacy infrastructure and digitising everyday processes, schools and universities can not only reclaim time and improve accuracy, but also help strengthen their IT foundations for long-term resilience. With the right technology in place, it has the potential to simplify complexity and support teams to work more strategically across every department.

This guide explores five practical areas where technology can make a difference—from enrolment to procurement—helping education leaders create more responsive, resilient operations.

> "Digitising our files through FUJIFILM has given us a whole new level of security that we did not have before. It was really easy to adopt the new way of working with our new digitised files."
>
> — Annette Butterworth, Executive Assistant, Independent Schools Queensland

1. Student and Staff Onboarding

The Opportunity

First impressions matter—whether it's a student enrolling or a staff member joining the team. But for many institutions, these processes may still be manual and time-consuming. From collecting forms and verifying details to coordinating access and follow-ups, administrative teams could spend significant time on repetitive tasks. During peak periods, this may stretch resources and delay important next steps like IT setup, orientation, or payroll.

These inefficiencies can also impact perception. A process that feels outdated or inconsistent can generally affect how students, families, and new employees view your school or university—especially as expectations shift toward more digital, responsive experiences.

How Our Solutions Can Support Your Campus

With FUJIFILM Business Innovation Australia, creating efficient processes can be simplified. Our automation solutions can help bring structure and speed to onboarding by connecting digital forms, approvals, and workflows across teams. Whether it's a student or staff member, forms can be adapted based on user type, validate data in real time, and prompt users to upload required documents. Once submitted, workflows can be configured to automatically route information to the relevant departments—enrolments, HR, ICT, finance, or learning support, and trigger tasks based on context.

Credential checks such as visa status or Working With Children Check (WWCC) expiry may also be tracked automatically, with alerts sent to relevant teams ahead of deadlines. This helps reduce manual follow-up, remove the need for rekeying data, and provide greater visibility. Teams can track progress through a shared dashboard, while students, families, and staff can receive clear, timely updates at each stage.

The Outcome You Could Achieve

- **Many institutions report a reduction in processing time when onboarding workflows are automated.**
- **Fewer manual errors and less duplication.**
- **Improved collaboration across teams.**
- **Stronger experience for students and staff.**

2. Compliance and Risk Management

The Opportunity

From student incident reporting and WWCC renewals to research compliance and policy acknowledgements, schools and universities are navigating an increasingly complex risk and compliance landscape.[2] Yet it appears that many institutions still rely on paper forms, email chains, or spreadsheets to manage these critical processes— potentially leaving gaps in visibility and increasing the likelihood of missed deadlines or audit non-compliance.

In a national AEU survey, nearly **three-quarters of teachers** said they spent too much time on administrative tasks, **while almost half of principals reported working 56+ hours per week**[2]—much of it tied to compliance responsibilities.

How Our Solutions Can Support Your Campus

FUJIFILM Business Innovation Australia offers workflow automation designed to standardise and secure compliance processes. Whether staff are submitting an excursion risk assessment, reporting a student incident, or renewing working with children checks, digital forms can help guide them through the required steps. Submissions can also be configured to be automatically routed to the relevant approvers and escalated if overdue.

Behind the scenes, devices and applications used to access these workflows are managed and updated through centralised IT controls – with the aim to ensure staff can work seamlessly across school-owned or approved personal devices without compromising data security.

Every action is logged with a timestamp, helping to provide leadership with a real-time view of compliance activity. Dashboards can be set up to highlight outstanding items, overdue tasks, and pending risks— with the view to give business managers and executives confidence that activities are on track.

The Outcome You Could Achieve

- **Consistent compliance processes.**
- **Reduced admin effort chasing paperwork.**
- **Audit readiness with digital records.**
- **Real-time visibility across schools or faculties.**

3. Curriculum Planning and Approval Workflows

The Opportunity

Updating or introducing new curriculum offerings, whether in a secondary school or university faculty, typically requires careful coordination across academic, operational, and governance teams. Yet the approval process can be fragmented if only relying on Word documents, email trails, and manual tracking.

This can potentially create delays in launching new subjects or programs, unclear responsibilities, and missed steps in quality assurance, compliance, or marketing. For staff, the lack of visibility may add stress. For students, it could mean limited course options or late access to updated materials and timetables.

How Our Solutions Can Support Your Campus

FUJIFILM Business Innovation Australia's workflow automation solution can help enable curriculum development and approval processes to be streamlined and trackable - end to end. Further, digital proposal templates can assist with standardising the submission process, with the aim to ensure the right information: learning outcomes, assessment methods, funding details, is included from the start.

Approval workflows can be configured to route submissions to academic heads, compliance officers, and executive decision-makers in the required sequence. Notifications can be set up to help prompt reviewers, flag overdue steps, and log decisions. Final documents can then be automatically shared with marketing, student systems, or timetable planners – helping reduce delays downstream.

The Outcome You Could Achieve

- **Fast implementation of curriculum changes.**
- **Greater transparency into approval status.**
- **Improved collaboration across academic and admin teams.**
- **Version control and compliance documentation.**

4. Administrative Cost and Resource Optimisation

The Opportunity

Educational institutions are generally expected to manage tight budgets while delivering exceptional services to students, educators, and administrators.

FUJIFILM Business Innovation Australia offers a holistic set of solutions that help reduce operational costs, improve resource visibility, and support smarter technology use across campuses.

Through integrated tools such as usage analytics, digital access controls, and workflow-based rules, schools and universities can transform how devices, systems, and infrastructure are used. This may include tracking usage, assigning cost centres, and reducing waste across a variety of services – not just print. Institutions may also benefit from tailored deployment strategies that aim to align with curriculum, space, and IT requirements.

Beyond infrastructure, our process automation and IT service solutions help minimise inefficiencies in high-cost areas like finance, document management, and compliance. Schools and universities can look to replace manual, paper-based tasks with digital workflows that aim to reduce delays, improve tracking, and reduce resource duplication. These improvements can consequently free up staff capacity and help ensure spending aligns with educational priorities.

How Our Solutions Can Support Your Campus

Our managed services help reduce the day-to-day burden on internal teams by supporting the performance and sustainability of critical systems across IT process, and device infrastructure. This includes proactive hardware support, end-to-end lifecycle management for technology and platforms, and responsive help desk services with the view to resolve issues quickly.

With scalable, cloud-enabled delivery models and secure integration with school or university networks, our services offer flexibility to support the needs of single campuses or complex multi-site institutions. By partnering with FUJIFILM Business Innovation Australia, education providers can focus their energy and budgets where they matter most – teaching and student outcomes.

The Outcome You Could Achieve

- **Reduced operational costs through data-driven usage tracking and resource planning.**
- **Improved visibility of technology utilisation across departments and campuses.**
- **Less manual intervention through automated workflows and system alerts.**
- **Lower infrastructure management burden for internal IT and admin teams.**
- **Scalable support models that seek to align to your school or university's growth.**

5. Classroom Collaboration and Communication

The Opportunity

It is apparent that hybrid learning, digital platforms, and distributed campuses have made communication and collaboration essential to the education experience. Schools and universities now rely on integrated tools not only for lesson delivery, but also for student engagement, academic planning, and internal coordination.[3]

Yet many institutions may still face friction from fragmented systems, limited access, or outdated infrastructure that hinders collaboration. Educators should be equipped with tools that are intuitive, secure, and work across both physical and virtual environments – without adding to IT overhead.

How Our Solutions Can Support Your Campus

FUJIFILM Business Innovation Australia supports smarter, more connected learning environments with solutions designed to support education needs – from the classroom to the cloud. We aim to enable hybrid learning through secure, scalable platforms that help teachers and students collaborate no matter where they are.

We offer technology designed to support collaborative learning like interactive digital whiteboards, flexible classroom displays, and integrated print/scan-to-cloud solutions. We also help institutions extend the value of their learning management systems by integrating with widely used platforms such as Microsoft Teams and Google Workspace.

By combining infrastructure, device, and workflow support into one connected ecosystem, we aim to give schools and universities the agility to teach, learn, and communicate more effectively – wherever learning happens.

The Outcome You Could Achieve

- **Enhanced student engagement and interactivity, in person and online.**
- **Improved communication across platforms and formats.**
- **Stronger teacher-student connectivity.**
- **Centralised internal coordination across faculties, admin, and support teams.**
- **Reduced IT complexity through connected, scalable collaboration tools.**

Conclusion: IT and Automation That Solves for Today— and Builds for Tomorrow

Whether you're a school navigating enrolment peaks or a university managing research compliance and financial governance, we believe the challenge is the same: too much time spent on process, not enough on purpose.

The five IT and automation tips in this guide are just the beginning. They're already helping schools and universities across Australia reduce manual burden, improve compliance, and enhance staff and student experiences. But it is likely they represent only a fraction of what's possible.

From hybrid learning environments and ICT support to procurement optimisation and risk management, there are countless ways technology can be used to build stronger, more sustainable education systems. What's more, it can help lay the foundation for better resilience, responsiveness and growth – while freeing your teams to focus on what matters most.

At **FUJIFILM Business Innovation Australia**, we work with over 3,000 education providers with the view to deliver practical, integrated IT and automation that aligns with their systems and people. Whether you're ready to optimise one workflow or explore an end-to-end approach, our education team can help map the right path forward.
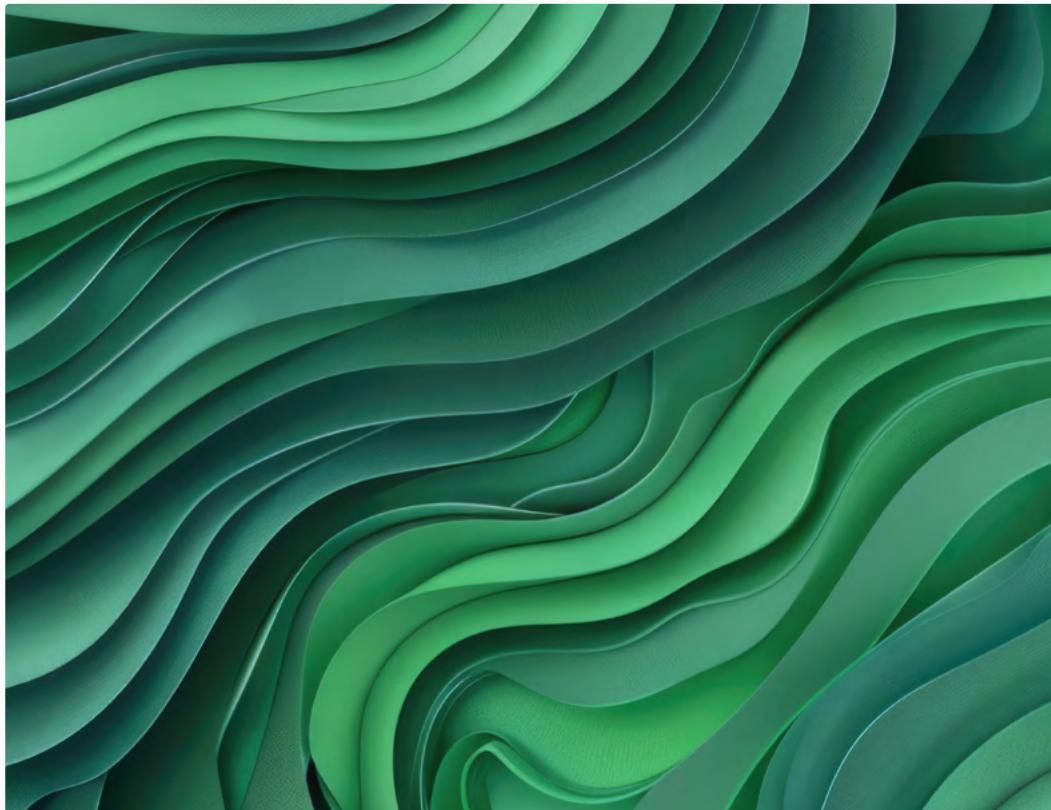
"The benefits of automation were realised almost immediately. During the school holidays, the IT team was able to deploy 60 new laptops to staff without needing to touch each device manually—a task that previously would have taken days of setup time."

— Luke Behrendorff, ICT Coordinator, Emmaus Christian School

[1] Grattan Institute (2021) – Making Time for Great Teaching
https://grattan.edu.au/report/making-time-for-great-teaching-how-better-government-policy-can-help
[2] Australian Education Union (2019) – Administrative Burden in Australian Schools
https://www.aeufederal.org.au/news-media/media-releases/2019/march/060319
[3] McKinsey & Company (2024) – Spark and Sustain: How School Systems Can Improve Learning at Scale
https://www.mckinsey.com/industries/education/our-insights/spark-and-sustain-how-school-systems-can-improve-learning-at-scale

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FUJIFILM Business Innovation Australia Pty Ltd

8 Khartoum Road MACQUARIE PARK NSW 2113 Australia
Contact us at fujifilm.com/fbau or 13 14 12